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ABSTRACT

This manual, the first in a series of practical, "how-to" publications, describes the experiences of the Non-Formal Education Information Center (NFEIC) in setting up and maintaining a specialized resource center for print materials related to nonformal education and development. A description of the NFEIC is followed by an outline of the classification system used in the 7,000-document library. Explanations are provided for (1) cataloging documents (assigning a catalog number, determining cross references, recording other information on the document and the document source); (2) preparing catalog cards (subject/author/title, project/program, publishing organization cards, organization cross-reference cards, and organization/subject cards); (3) filing cards (subject/cross reference, author, title, project/program, organization-subject, "Z" files, and publishing organization files); and (4) locating information in the library (looking for a specific document, documents on a specific subject, information on specific projects/programs, names of organizations involved in special activity areas, descriptive information about an organization and materials related to a particular country). Appendices provide on-call, loan and photocopying policy statements, a photocopy request form, and a library cataloging checklist. (LMM)

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*MANUAL SERIES #1*

# A SIMPLE GUIDE TO MANAGING A RESOURCE CENTER ON NON-FORMAL EDUCATION FOR DEVELOPMENT

Prepared by

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Non-Formal Education Information Center

February 1983

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Mary J. Pigozzi

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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TABLE OF CONTENTS

Introduction. . . . . 7

The Non-Formal Education Information Center Library . . . . . 7

Classification System . . . . . 8
Key to the Non-Formal Education Library. . . . . 8

Cataloging Documents. . . . . 19
Assigning a Catalog Number . . . . . 19
Determining Cross-References . . . . . 23
Recording other Information on the Document. . . . . 24
Recording Information on the Source of the Document. . . . . 27

Preparing Catalog Cards . . . . . 28
Subject, Author and Title Cards. . . . . 28
Project/Program Cards. . . . . 30
Publishing Organization Cards. . . . . 31
Organization Cross-Reference Cards . . . . . 32
Organization-Subject Cards . . . . . 33

Filing Cards . . . . . 34
Subject/Cross Reference File . . . . . 35
Author File. . . . . 37
Title File . . . . . 37
Project/Program File . . . . . 38
Organization-Subject File . . . . . 38
"Z" Files . . . . . 39
Publishing Organization File . . . . . 39

Locating Information in the NFE Library . . . . . 45
Looking for a Specific Document. . . . . 46
Looking for Documents on a Specific Subject . . . . . 47
Looking for Information on Specific Projects/Programs. . . . . 47
Looking for Names of Organizations Involved in Special Areas of Activity . . . . . 48
Looking for Descriptive Information about an Organization. . . . 48
Looking for Materials Related to a Particular Country. . . . . 48

Appendix A . . . . . 49

Appendix B . . . . . 53

*FOREWORD*

*Through its Manual Series, the Non-Formal Education Information Center (NFEIC) seeks to provide a forum for individuals to share their experience in solving particular problems. The publications in this series are designed to be straightforward and practical, bringing a range of experiences in a "how-to" format to those involved in non-formal education and development. This series is not limited to the subjects of non-formal education and development, however. In fact, publications are more likely to address administrative or implementation topics that are important in facilitating non-formal education and development activities.*

*This manual, the first in the series, describes the experience of the NFEIC in setting up and maintaining a specialized resource center -- specifically, a resource center containing print materials relating to non-formal education and development. In a step-by-step fashion it shows how materials are cataloged and added to the collection, how the collection is organized and managed, and how an individual might go about accessing particular kinds of information.*

*Many staff members have contributed to developing the management system of the NFE resource collection and to the writing and final preparation of this manual.*

*Special thanks are due to Nancy Lee Radtke for her work in designing auxiliary file card systems, to Sue Van Horn for selecting appropriate examples, and to Evelyn Price for her meticulous attention to detail in the final stages and for her illustrations. Kathi Mikulka prepared the manuscript and assisted with illustrations. In recognition of others who have contributed to this publication, the last page lists individuals who have served on the center staff between 1976 and 1983.*

*We share our experience with development planners and practitioners in the hope that it might be useful to them in some way. As always, we invite readers' comments and suggestions. Furthermore, we invite potential contributions to the series.*

*Mary Joy Pigozzi*
*Director*
*Non-Formal Education Information Center*

# MANAGING A RESOURCE CENTER ON NON-FORMAL EDUCATION FOR DEVELOPMENT

## INTRODUCTION

This manual is based on the experience of the Non-Formal Education Information Center (NFEIC) at Michigan State University (MSU) in managing its resource center on non-formal education and development.

### The Non-Formal Education Information Center Library

The Non-Formal Education Information Center at Michigan State University seeks to serve a world-wide network of program planners, practitioners and researchers concerned with the generation and use of knowledge about non-formal education (NFE) and development.

A central part of many NFE Information Center activities is the resource library of over 7,000 fugitive documents. Most of these materials have been donated to the library in exchange for the Center's various publications.

Documents in the library provide a basis for The NFE Exchange, the Center's newsletter, and for topical annotated bibliographies. Research staff refer to the documents when they respond to individual requests for information from persons in all parts of the world. Students and other visitors use the library to become more familiar with resources, ideas, and activities in the field of non-formal education. The collection is open and the NFEIC has developed several simple policies to ensure access to the materials. (See Appendix A.)

A unique cataloging system has been developed to facilitate the many functions of the NFE library. This guide indicates how the system operates and includes:

- system for classifying documents
- procedures for cataloging documents
- procedures for preparing catalog cards
- description of catalog card files
- guidelines for locating documents in the library

## CLASSIFICATION SYSTEM

Non-Formal Education (NFE) is a very broad topic covering many concepts and issues, approaches and techniques, content areas, target audiences, and purposes. It is necessary that a classification system for the NFE library cover these diverse subjects. The following outline shows how we have sub-divided the broad topic of non-formal education.

### Key to the Non-Formal Education Library

A. Concepts and Issues in Education
   - 10 Foundations of Education
   - 20 Critiques and Evaluations of Formal Education
   - 30 Reforms of Formal Education
   - 40 Conceptualizations of Non-Formal Education
   - 50 Need for Non-Formal Education
   - 60 Relating Formal Education to Non-Formal Education
   - 70 Bilingual/Bicultural Education
   - 80 Intercultural/Cross Cultural
   - 90 Higher Education

B. Non-Formal Education - No longer in use, use the E's
   - 10 Case Studies and Surveys
   - 20 General

C. Communication

- 10 Instructional Technology-General
- 20 Media
  - 21 General-Use C20
  - 22 Radio
  - 23 Television and Videotape
  - 24 Satellite Communications
  - 25 Films
  - 26 Newspapers
  - 27 Drama (Folk)
  - 28 Do-It-Yourself Media
  - 29 Audio Cassette Technology (ACT)
- 30 On-The-Job and In-Service Training
- 40 Correspondence and Distance
- 50 Extension and Demonstration
- 60 Programmed Instruction
- 70 Teacher Training
- 80 Training For Non-Formal Education Programs
- 90 Games and Simulations
- 100 Communications-General
- 110 Libraries and Documentation Centers
- 120 Computer Technology

D. Economics and Planning of Education (Formal and Non-Formal)

- 10 General
- 20 Human Resource and Manpower Development
- 30 Cost-Benefit Analysis
- 40 Financing
- 50 Needs Assessment, Educational Planning
- 60 Management, Planning and Training
- 70 Evaluation
- 80 Curriculum Development
- 90 Course Outlines

E. Content Areas

Literacy and Numeracy

E10 - Case Studies

E11 - General/Theory

E12 - Practical Materials

Population Studies and Family Planning

E20 - Case Studies

E21 - General/Theory

E22 - Practical Materials

Health

E30 - Case Studies

E31 - General/Theory

E32 - Practical Materials

Industrial/Vocational

E40 - Case Studies

E41 - General/Theory

E42 - Practical Materials

Agriculture

E50 - Case Studies

E51 - General/Theory

E52 - Practical Materials

Cooperatives and Credit Unions

E60 - Case Studies

E61 - General/Theory

E62 - Practical Materials

Community Development and Leadership and Participatory Research, etc.

E70 - Case Studies

E71 - General/Theory

E72 - Practical Materials

Home Economics and Human Ecology

E80 - Case Studies

E81 - General/Theory

E82 - Practical Materials

Nutrition

E90 - Case Studies

E91 - General/Theory

E92 - Practical Materials

Education-General

E100 - Case Studies

E101 - General/Theory

E102 - Practical Materials

Education-Adult

E110 - Case Studies

E111 - General/Theory

E112 - Practical Materials

Education-Children

E120 - Case Studies

E121 - General/Theory

E122 - Practical Materials

Management

E130 - Case Studies

E131 - General/Theory

E132 - Practical Materials

Integrated Development

E140 - Case Studies

E141 - General/Theory

E142 - Practical Materials

Income-Generating Activities

E150 - Case Studies

E151 - General/Theory

E152 - Practical Materials

Religious Education

E160 - Case Studies

E161 - General/Theory

E162 - Practical Materials

Environment-Natural Resources

E170 - Case Studies

E171 - General/Theory

E171 - Practical Materials

F. Target Learners

10 Rural

20 Urban

30 Children and Youth

40 Adults

50 Women

60 Farmers

70 Military

80 Family

90 Out of School Youth

100 Handicappers

110 American Indian

120 Elderly/Senior Citizens

130 Refugees/Migrants

G. Career, Adult and Lifelong Education - No longer in use after 8/77

10 Career Education

20 Continuing Education and Basic Adult Education

30 Recurrent and Lifelong Education

40 Community Education

H. Area Studies (See pp. 13 - 18 for listings)

I. Evaluations - No longer in use after 8/77, use D70

10 General

J. Information Networking

10 General

K. Appropriate Technology

10 General

L. Development

10 General

20 Economic

M. Special Series

N. International Exchange of Persons

10 Case Studies

20 Theory

V. Publications in Languages other than English

5 Dutch

10 Indonesian

15 Amharic

20 Thai

25 Italian

30 Spanish

40 French

50 German

60 Portuguese

70 Hindi

80 Arabic

90 Persian

100 Bengali

W. Conference and Seminar Papers

10 General

X. NFE Course Outlines - No longer in use, Course Outlines are in D90's and Class Papers are in E's

10 General

Y. Trip Reports - No longer in use

40 General

Z. Periodical Bibliographies, Directories, Organizational Brochures and Progress Reports

10 Periodical Bibliographies and Accession Lists

20 Directories

30 Organizational Brochures and Reports (Annual Reports)

40 Maps

50 Newsletters/Journals

60 Book Reviews - No longer in use

H. Area Studies Listing

| | |
|---|---|
| H1100 | Africa |
| H1200 | North Africa |
| H1201 | Algeria |
| H1202 | Egypt |
| H1203 | Libya |
| H1204 | Morocco |
| H1205 | Sudan |
| H1206 | Tunisia |

| | |
|---|---|
| H1300 | East Africa |
| H1301 | Burundi |
| H1302 | Comorros |
| H1303 | Ethiopia |
| H1304 | Kenya |
| H1305 | Madagascar |
| H1306 | Malawi |
| H1307 | Mauritius |
| H1308 | Mozambique |
| H1309 | Reunion |
| H1310 | (Rhodesia) Zimbabwe |
| H1311 | Rwanda |
| H1312 | Somalia |
| H1313 | Tanzania |
| H1314 | Uganda |
| H1315 | Zambia |
| H1316 | Seychelles |

| | |
|---|---|
| H1400 | Southern Africa |
| H1401 | Botswana |
| H1402 | Lesotho |
| H1403 | Namibia |
| H1404 | South Africa |
| H1405 | Swaziland |

| | |
|---|---|
| H1500 | West Africa |
| H1501 | Benin (Dahomey) |
| H1502 | Cape Verde Islands |
| H1503 | Gambia |
| H1504 | Ghana |
| H1505 | Guniea |
| H1506 | Guinea-Bissau |
| H1507 | Ivory Coast |
| H1508 | Liberia |
| H1509 | Mali |
| H1510 | Mauritania |
| H1511 | Niger |
| H1512 | Nigeria |
| H1513 | Senegal |
| H1514 | Sierra-Leone |
| H1515 | Togo |
| H1516 | Upper Volta |

| | |
|---|---|
| H1600 | Middle Africa |
| H1601 | Angola |
| H1602 | Cameroon |
| H1603 | Central African Republic |
| H1604 | Chad |
| H1605 | Equatorial Guinea |
| H1606 | Gabon |
| H1607 | Zaire |
| H1608 | Congo |

| | |
|---|---|
| H2000 | Asia |
| H2200 | Southwest Asia |
| H2201 | Bahrain |
| H2202 | Cyprus |
| H2203 | Gaza |
| H2204 | Iraq |
| H2205 | Israel |
| H2206 | Jordan |
| H2207 | Kuwait |
| H2208 | Lebanon |
| H2209 | Oman |
| H2210 | Saudi Arabia |
| H2211 | Syria |
| H2212 | Turkey |
| H2213 | U.A. Emirates |
| H2214 | Yemen Arab Republic |
| H2215 | Yemen Dem. Republic |

| | |
|---|---|
| H2300 | Middle South Asia |
| H2301 | Afghanistan |
| H2302 | Bangladesh |
| H2303 | Bhutan |
| H2304 | India |
| H2305 | Iran |
| H2306 | Nepal |
| H2307 | Pakistan |
| H2308 | Sikkim |
| H2309 | Sri Lanka |

| | |
|---|---|
| H2400 | Southeast Asia |
| H2401 | Burma |
| H2402 | Indonesia (Inc. W. Irian) |
| H2403 | Khmer Republic |
| H2404 | Laos |
| H2405 | Malaysia |
| H2406 | Philippines |
| H2407 | Portuguese Timor |
| H2408 | Singapore |
| H2409 | Thailand |
| H2410 | Vietnam (Soc. Rep. of) |
| H2411 | Vietnam, Republic of |

| | |
|---|---|
| H2500 | East Asia |
| H2501 | China |
| H2502 | Hong Kong |
| H2503 | Japan |
| H2504 | Korea, Dem. Rep. of |
| H2505 | Korea, Republic of |
| H2506 | Macau |
| H2507 | Mongolia |
| H2508 | Taiwan |
| H2600 | Oceania |
| H2601 | Australia |
| H2602 | Fiji |
| H2603 | New Zealand |
| H2604 | Papua New Guinea |
| H2605 | Smaller Islands & Enclaves |
| H3000 | Europe |
| H3200 | Northern Europe |
| H3201 | Denmark |
| H3202 | Finland |
| H3203 | Iceland |
| H3204 | Ireland |
| H3205 | Norway |
| H3206 | Sweden |
| H3207 | United Kingdom |
| H3300 | Western Europe |
| H3301 | Austria |
| H3302 | Belgium |
| H3303 | France |
| H3304 | Fed. Rep. of Germany |
| H3305 | Luxembourg |
| H3306 | Netherlands |
| H3307 | Switzerland |
| H3400 | Eastern Europe |
| H3401 | Bulgaria |
| H3402 | Czechoslovakia |
| H3403 | Germany, Dem. Rep. of |
| H3404 | Hungary |
| H3405 | Poland |
| H3406 | Romania |
| H3500 | Southern Europe |
| H3501 | Albania |
| H3502 | Greece |
| H3503 | Italy |
| H3504 | Malta |
| H3505 | Portugal |
| H3506 | Spain |
| H3507 | Yugoslavia |

| | |
|---|---|
| H4000 | Latin America |
| H4200 | South America |
| H4201 | Argentina |
| H4202 | Bolivia |
| H4203 | Brazil |
| H4204 | Chile |
| H4205 | Colombia |
| H4206 | Ecuador |
| H4207 | Guyana |
| H4208 | Paraguay |
| H4209 | Peru |
| H4210 | Surinam |
| H4211 | Uruguay |
| H4212 | Venezuela |

| | |
|---|---|
| H4300 | Middle America |
| H4301 | Costa Rica |
| H4302 | El Salvador |
| H4303 | Guatemala |
| H4304 | Honduras |
| H4305 | Mexico |
| H4306 | Nicaragua |
| H4307 | Panama |
| H4308 | Belize |

| | |
|---|---|
| H4400 | Caribbean |
| H4401 | Bahamas |
| H4402 | Barbados |
| H4403 | Cuba |
| H4404 | Dominican Republic |
| H4405 | Guadeloupe |
| H4406 | Haiti |
| H4407 | Jamaica |
| H4408 | Martinique |
| H4409 | Netherlands Antilles |
| H4410 | Puerto Rico |
| H4411 | Trinidad/Tobago |

| | |
|---|---|
| H5000 | North America |
| H5200 | Canada |
| H5300 | U.S.A. |

| | |
|---|---|
| H6000 | U.S.S.R. |

| | |
|---|---|
| H8000 | World |

## CATALOGING DOCUMENTS

Each new document received by the NFE Library is cataloged. This process involves:

- assigning a unique catalog number to the document
- determining cross-reference subjects for the document
- recording information on the author(s) and title of the document; on the name, address, and activities of the publishing organization(s); and on the projects that are described in the document
- recording information on the source of the document

All of this information is put onto a cataloging form and later transferred to catalog cards which go into our filing system.

### Assigning a Catalog Number

The catalog number on most of the documents in the NFE Library depends primarily on their main subject category. Catalog numbers on documents in the NFE Library look like this:

E40.55a  A30.24b  Z50.401a  C22.2b  E22.10b

These numbers are comprised of several parts. For example:

E - broad subject category
40 - more specific subject within the category
.55 - number of the document within the category
a - document is located in a vertical file cabinet ("b" at the end of the catalog number indicates that the document is a book located on a book shelf)

When cataloging a document we need to determine what the main subject category is and how the document fits into our Classification System. We may read through the "Table of Contents", but sometimes it may also be necessary to read briefly through the document itself.

We may ask such questions as:

- does the document provide mostly theory and discussions on education, as indicated by the categories in "A"; or
- does it discuss a particular technology or approach to NFE, as indicated by the categories in "C"; or
- does it describe, or theorize about, a particular kind of program or project - or does it pertain to practical materials that can be used in a specific program, as indicated by the categories in "E"?

A paper that compares non-formal education to formal education would be cataloged "A60". A document on the use of radio in education would be cataloged "C22". A guide to needs assessment techniques and educational program planning would be given the number "D50".

Many of the documents that we receive are case studies, i.e. they describe a particular project or program. These documents are cataloged in the "E" category according to project or program content using the numbers that terminate in "0". For example:

- literacy programs - "E10"
- community development projects - "E70"

Other documents are general or theoretical discussions or bibliographies on specific projects or subjects. These documents are also cataloged in the "E" category according to content area, but the catalog numbers terminate in "1". For example:

- theoretical paper on adult education - "E101"
- bibliography on integrated development - "E141"

Manuals and other practical materials designed for use in non-formal education projects or programs are cataloged in the "E" category according to content area, but the catalog numbers terminate in "2". For example:

- manual for family planning activities - "E22"
- guidelines for starting a credit union - "E62"

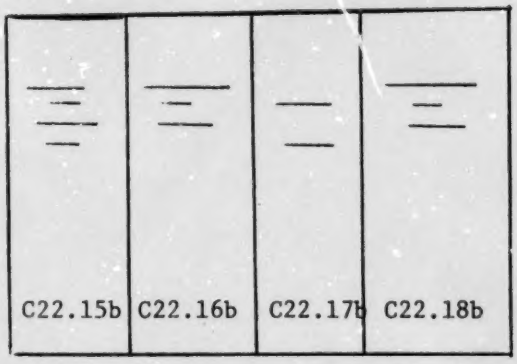
Periodical materials such as library acquisition lists or journals and descriptive materials of organizations are always cataloged in the "Z" category. For example, the first issue of a journal that we receive is given a "Z50" number. Each later issue of that same journal is given the same number. This makes it much easier to process these kinds of materials.

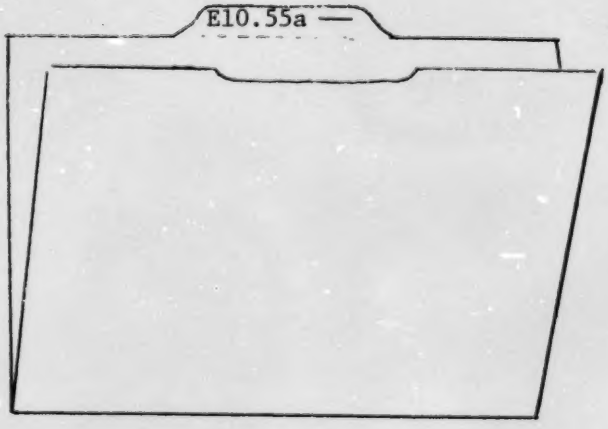
Occasionally we receive a series of documents that are only marginally related to NFE. The series is assigned a number in "M" category.

Once the main subject category of a document has been determined, we decide whether the document should be shelved, designated by "b", or placed in the vertical files, designated by "a". Generally, if the document is large and sturdy enough to stand on a shelf, its catalog number will terminate in "b". Otherwise, the number will terminate in "a" and the document will be stored in a folder in a vertical file drawer.

The remaining part of the catalog number indicates the number of a document in a subject category. Books "b" and pamphlets "a" are numbered separately, with the numbers of books in a subject category beginning with ".1" and the numbers of pamphlets with ".51". For example, if we have 14 books on radio "C22", then the last book has the number "C22.14b". The next book on radio that we receive is cataloged "C22.15b". Similarly, if our last case study pamphlet on literacy is "E10.54a", then the next one we receive is given the number "E10.55a".

The complete catalog number is written onto the document. We usually put it in the upper right-hand corner of the document cover and on the binding of books. If the document is a pamphlet, we also put the catalog number, as well as the document's author and title, on the file folder in which the document is kept.



Determining Cross-References

A cross-reference system makes it easier to keep more detailed information on the content of documents in the library. Consider the title:

> "Reaching Women in the Sudan with Nutrition Information: A Case Study of the Juba Nutrition Programme"

This document would be cataloged "E90" because it is a case study of a nutrition program. But what about other subject categories revealed in the title, "Women" and "Sudan"? If someone were interested in documents on NFE programs for women in our library, they would look at the documents cataloged in the "F50" category. Without a cross-reference system, they would not find this particular document. We have developed a cross-reference system so that there will be several subject references to the same document. Therefore, when we catalog a document, we not only determine the main subject category but also identify relevant cross-reference categories. In our Classification System the categories of target audience "F", language of publication "V", and country "H", are frequently used as cross-references.

To facilitate the cataloging process, we complete a cataloging form on each document. The catalog number is written at the top of the form and the cross-reference categories and their numbers are further down. Please note that the first cross-reference actually

corresponds to the main subject category indicated by the catalog number. The top part of the cataloging form looks like this:

| |
|---|
| Catalog Number: |
| Country of pub. org. (if applicable) |
| Parent Organization (Acronym): |
| Author(s) |
| Title (underlined) |
| Date of pub., # pages |
| |
| |
| Cross-References: |
| |

Recording Other Information on the Document

In addition to determining a catalog number and cross-references for a document, we also record other relevant information. On the same form (see above) that we use for the catalog number and cross-references, we also include:

- country of the organization that published the document - only if the organization is an in-country (not international) governmental or non-governmental or educational agency in an African, Asian or Latin American country

- name of the publishing organization including any sub-organizations and the acronym of the organization in parentheses
- the author of the document
- the title
- the date of publication and number of pages

If the document includes a description of one or more specific projects, the following information about the project(s) is also recorded on the bottom part of the cataloging form:

- country in which the project is located
- name of the project
- name of project sponsor
- content area of the project

The bottom part of the cataloging form looks like this:

| | | |
|---|---|---|
| ____Project____No Project | | |
| Country: | | |
| Project name: | | |
| Sponsor name: | | |
| Subject areas: | | |
| ____agriculture | ____educ./dist. | ____management |
| ____appro. tech. | ____educ./NFE | ____nutrition |
| ____communication | ____educ./int'l. | ____training |
| ____comm. devel. | ____fam. life ed. | ____women |
| ____coops. | ____health | ____nat'l youth service |
| ____development | ____home ec. | |
| ____educ./gen'l. | ____indus./voc. | |
| ____educ./adult | ____integrated | |
| ____educ./children | ____literacy | |

We also record specific information on the organizations that publish the documents we receive in the NFE Library. The information included in the cataloging form is:

- the complete name of the organization
- the complete name of any sub-organizations or divisions of the publishing organization
- the address of the organization
- the acronym associated with the organization and sub-organization
- the content or subject areas in which the organizations are involved

The relevant parts of the cataloging form look like this:

1st. Pink Card

Country (if applicable)

Name of Publishing Organization-Acronym

Division or Branch of Organization (if applicable)-Acronym

Address (of Organization or Division)

1. Org. 2. Acronym 3. Sub. Org. 4. Acronym of Sub. Org.
5. Foreign Name 6. Acronym of Foreign Name

---

4 x 6 White Institution Card (One for each sector) Sectors/Country

1.

Organization 2.

3.

Division 4.

Address

I. 1st sector II. 2nd sector III. 3rd sector IV. 4th sector

---

Yellow Cards (each line is a different card)

Acronym--See (Publishing Org.)_____

Division--See (Publishing Org.)_____

Acronym of Division--See (Pub. Org. & Div.)_____

Foreign Name of Org.--See (Pub. Org. in English)_____

Acronym of Foreign Name--See (Pub. Org.)_____

If more than one organization publishes a document, then more than one form must be completed. If we have already gathered information on an organization, we do not need to repeat the process when we receive additional documents from the same organization.

It is important that all the steps of the cataloging process be performed accurately and completely. There are usually two people who work on each document - one who completes the cataloging forms and another who double-checks this work.

Recording Information on the Source of the Document

When we receive a new document we attach a label to the cover of the document that indicates the name and address of the person or organization that sent the document to the library. This helps us to link the document to any correspondence that we have had with the document's sender.

A cataloging form is included in Appendix B.

PREPARING CATALOG CARDS

So researchers might be able to locate materials on a particular topic it is essential to keep a record of cataloged documents. At the NFEIC this is done through a "card catalog" -- a set of systematically arranged cards that contain information about the documents in the collection. This section of the manual describes the different kinds of cards the NFEIC uses to store information on materials in the library.

Subject, Author and Title Cards

A number of identical white 3" x 5" file cards are prepared for each document from the information on the cataloging forms. These white cards generally have this format:

E90.77a
India
National Institute of Nutrition, Indian Council of Medical Research
Ram, Dr. M. Mohan. Nutritional Disabilities.
1981, 59 pp.

(1) Nutrition (2) Health E30 (3) Handicappers F100
(4) India H2304 1/82 np

The date in the bottom right corner corresponds to the date on which the document was cataloged.

The number of white cards that are prepared depends on the amount of information on the document. Generally, we prepare:

1 card for each publishing organization
1 card for each author
1 card for the title
1 card for each subject category at the bottom of the card

How many cards would be typed for the document shown above? - Seven.

1 for organization
1 for author
1 for title
1 for Nutrition (main entry) E90
1 for health E30
1 for handicappers F106
1 for India H2304

7

If a document is given a "Z10", "Z30", or "Z50" number, indicating that it is a periodic material, one additional card is typed.

The only difference on these cards are red "✓" marks that are put on each card to indicate where it will be filed. For example, the card to be filed in the author file will look like this:

E90.77a
India
Institute of Nutrition, Indian Council of Medical Research
✓Ram, Dr. M. Mohan. Nutritional Disabilities
1981, 59 pp.

Project/Program Cards

If the document includes information on specific projects or programs, we prepare a 4" x 6" orange card for each project or program that is described. This information is transferred from a cataloging form to a card that looks like this:

Agriculture/Cooperatives

Guatemala

Rural Credit & Cooperative Development Project
Agency for International Development

E60.92a

Sometimes there are several documents in the library that describe the same project. We prepare only one card for a project and list the catalog numbers of the various documents that pertain to the project on the card. Therefore, before typing a project card we check the project file to see whether there is already a card on that project.

Furthermore, if the document does include information on a specific project this is noted on each of the white 3 x 5 catalog cards with a "p" in the bottom right hand corner. An "np" designation indicates that no project is described.

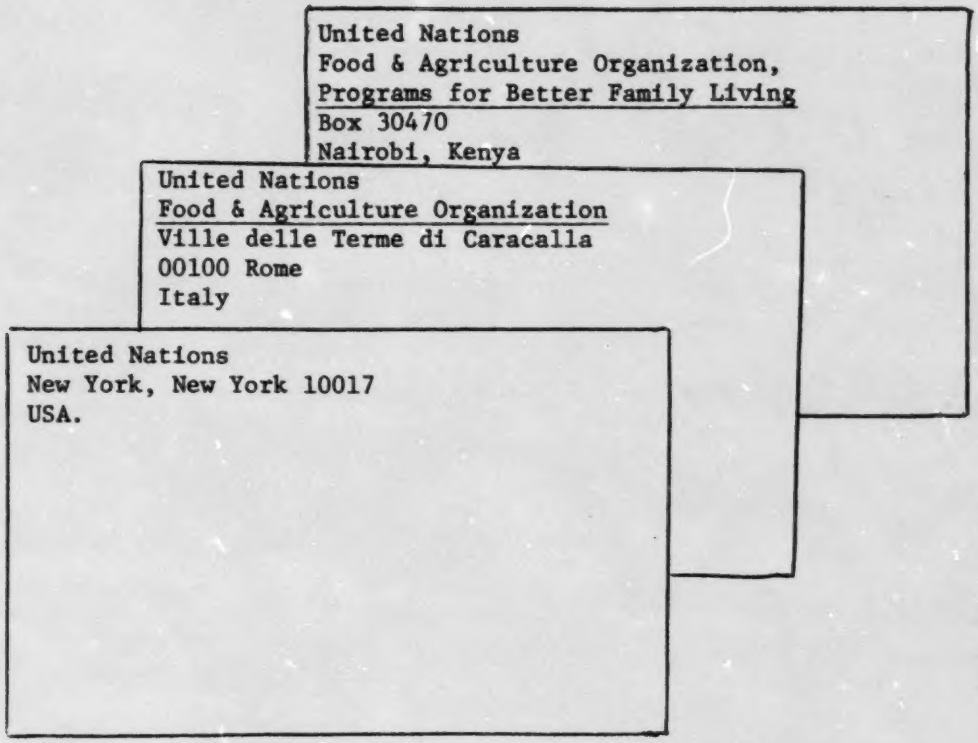
Publishing Organization Cards

We use 3" x 5" pink cards for the names and addresses of publishing organizations. Using the information on the cataloging form that has already been prepared, a pink card is typed that looks like this:

Bangladesh
Village Education Resource Center (VERC)
GPO Box 421
Dacca, Bangladesh

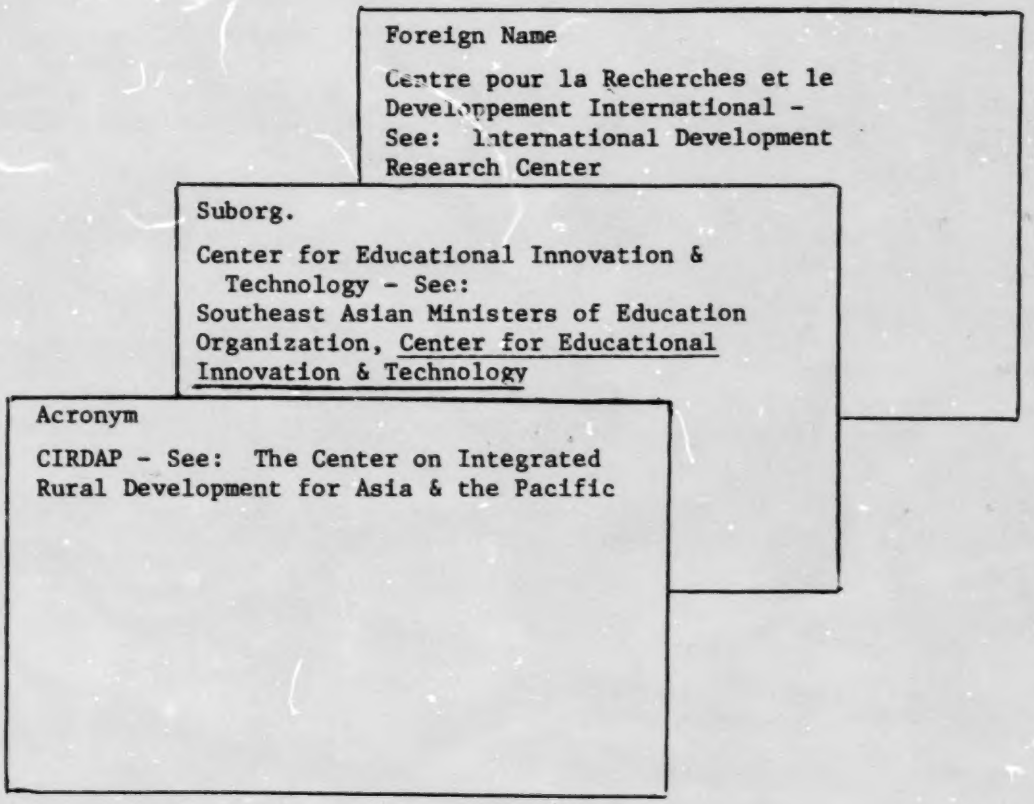
1. Org.

If a document is published by more than one organization, one pink card is prepared for each organization. If an organization has several sub-organizations, one pink card is completed for each sub-organization. For example:



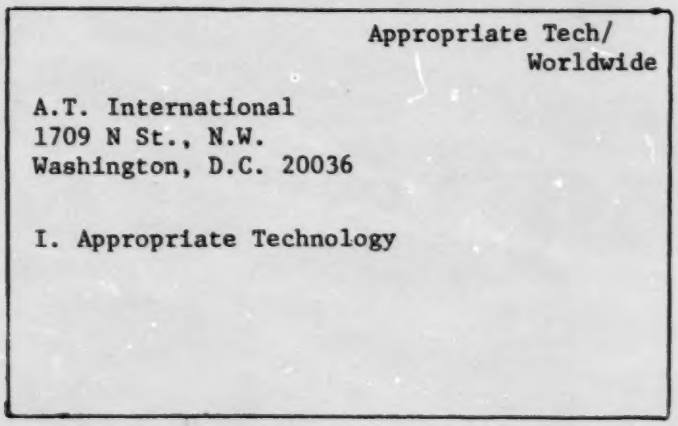

Organization Cross-Reference Cards

We also prepare a number of 3" x 5" yellow cards that serve as cross-reference cards to the pink organization cards. These cards contain information on acronyms, sub-organizations, or foreign names of organizations. Each yellow card refers to the name of the publishing organization that appears on the pink card. For example:

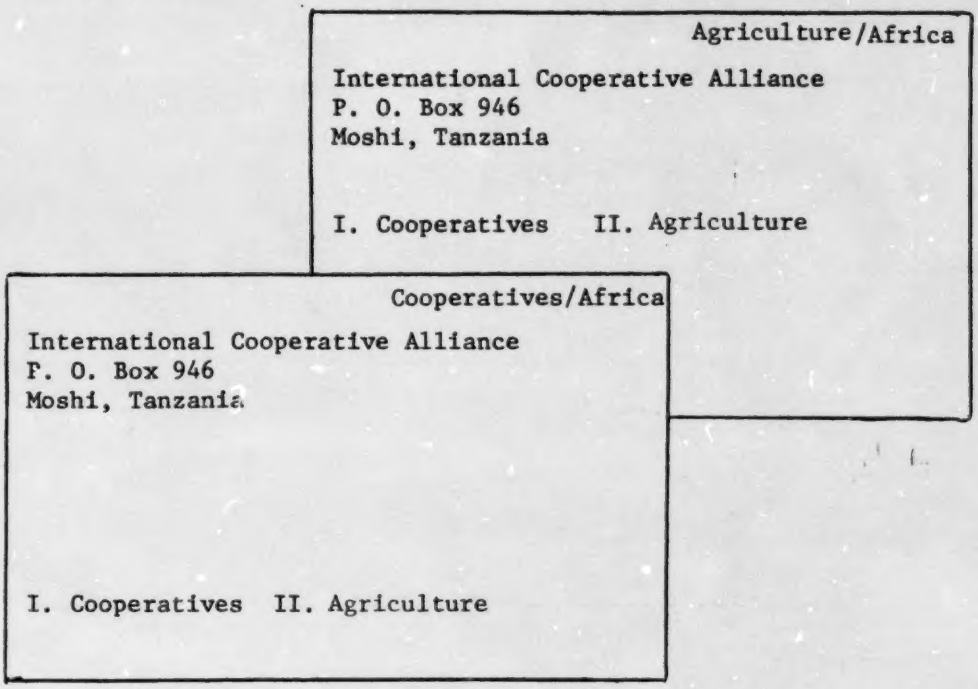

Foreign Name
Centre pour la Recherches et le Developpement International - See: International Development Research Center
Suborg.
Center for Educational Innovation & Technology - See: Southeast Asian Ministers of Education Organization, Center for Educational Innovation & Technology
Acronym
CIRDAP - See: The Center on Integrated Rural Development for Asia & the Pacific

Organization-Subject Cards

The last kind of card that is typed pertains to the subject area of the activities in which an organization is involved. These are white 4" x 6" cards and look like this:



If an organization is involved in more than one area of activity, then one card is typed for each area. For example, if an organization is involved in both agriculture and cooperatives, two cards are prepared - one with agriculture in the upper right corner and the other with cooperatives.

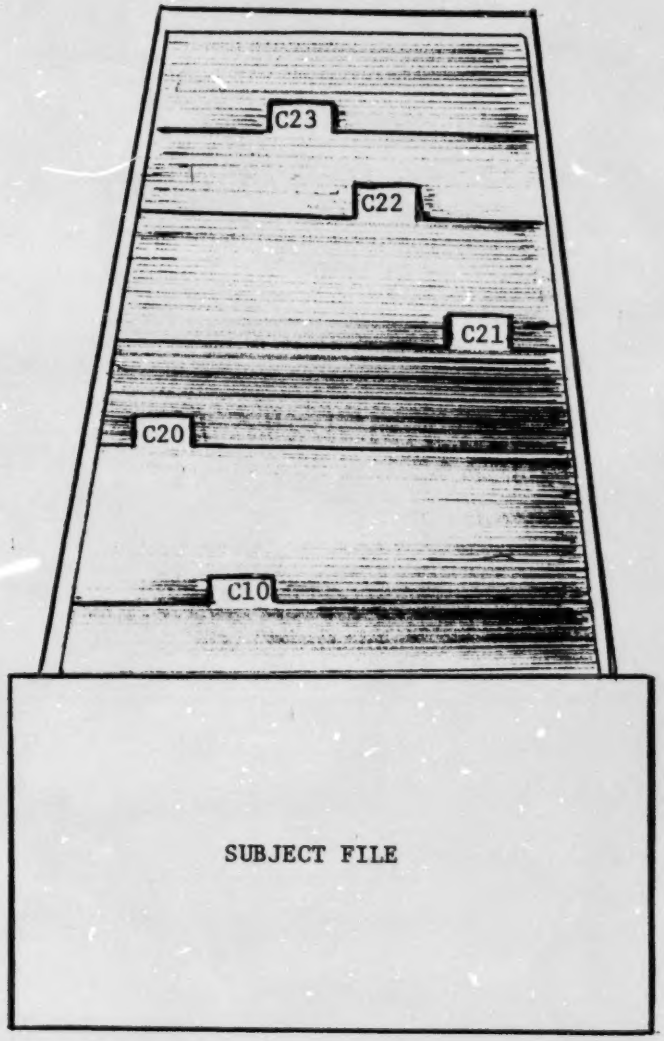



FILING CARDS

The various cards which are prepared on the documents are kept in several different files. These files enable researchers to locate materials in several different ways, depending on why they are using the library. (See Locating Information in the NFE Library in this manual.) Each file is arranged in a particular order so that it's easy to locate documents and to add new cards to the file.

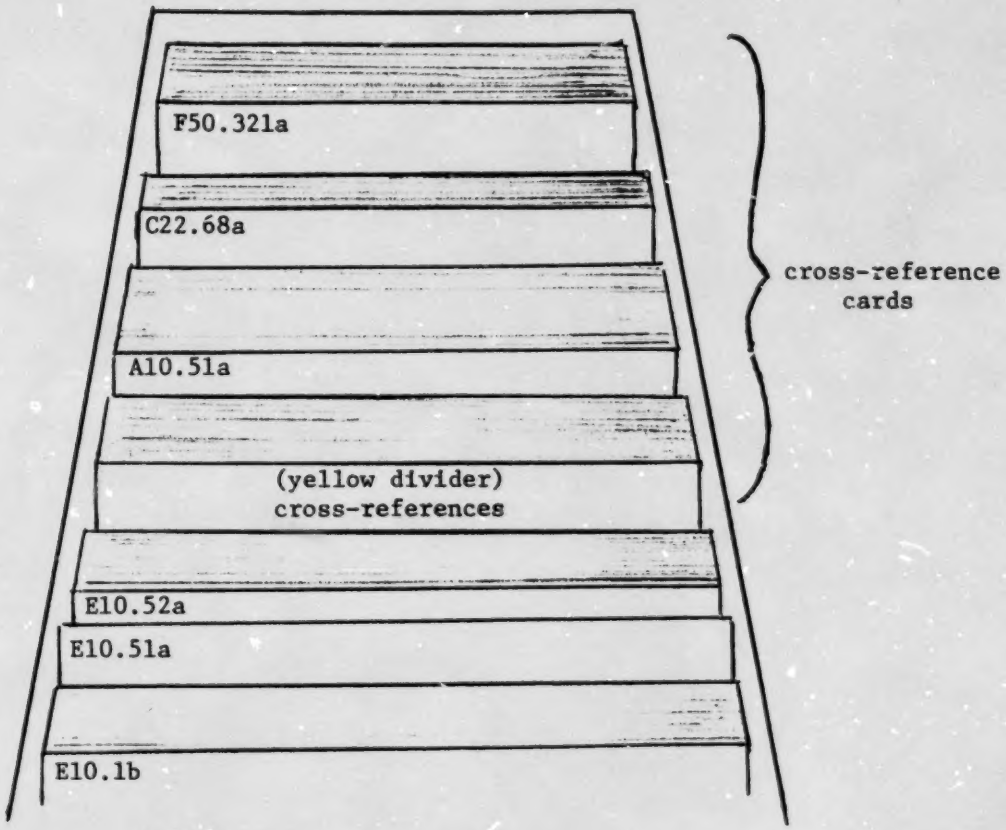
Subject/Cross-Reference File

In the subject file the cards are arranged according to the subject categories in the Classification System.




For example, a card for each of the documents cataloged as "literacy-case study" or "E10" is placed in the "E10" section of the subject file. All of the cards relating to "E10" books, "b",

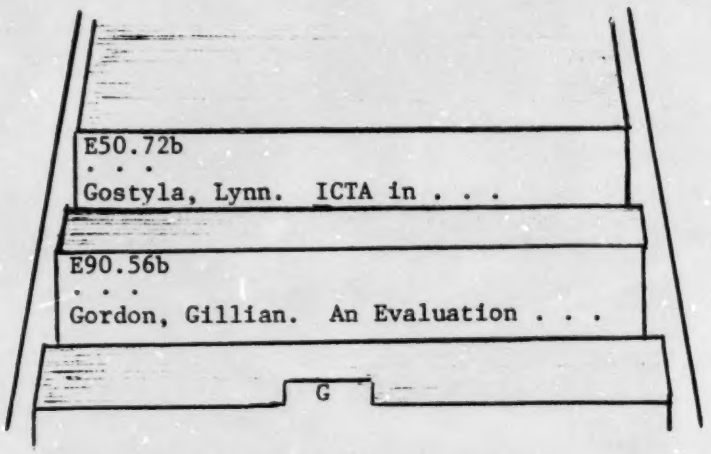
are placed in the file first, followed by the cards relating to "E10" materials housed in vertical files, "a". The "E10" cards are followed by a yellow divider card which signals the beginning of the cards for documents that have been cross-referenced to "E10". These cross-reference cards are placed in order according to their catalog numbers.




With this kind of a system, cards for a document that has been cataloged as nutrition case study "E90" and cross-referenced to women "F50" and Sudan "M1205" will be found in three places in the subject file.

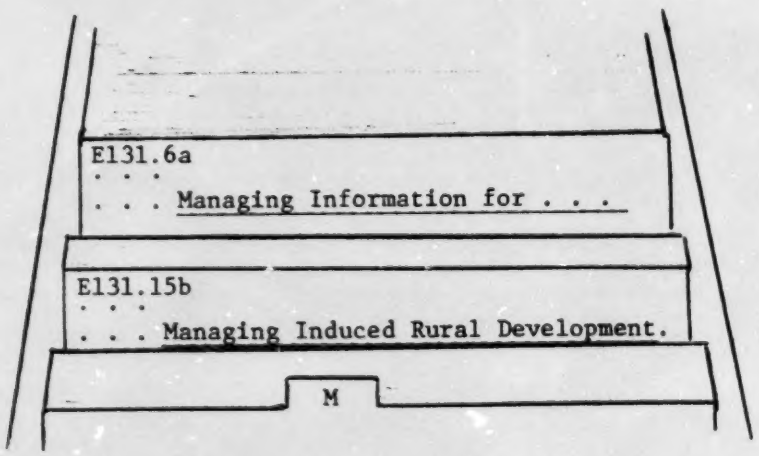
Author File

In this file cards for each document are kept in alphabetical order according to the author's last name. If a document has several authors, then cards will be placed in several locations in the author file.



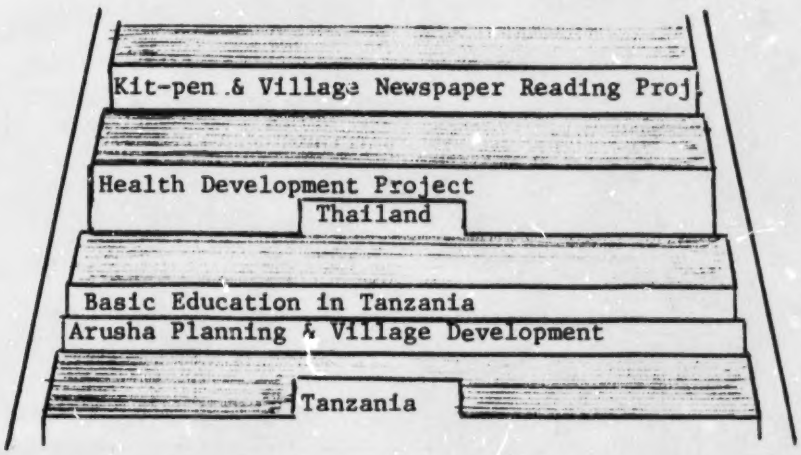

Title File

In this file cards for each document are kept alphabetically according to the title of the document.



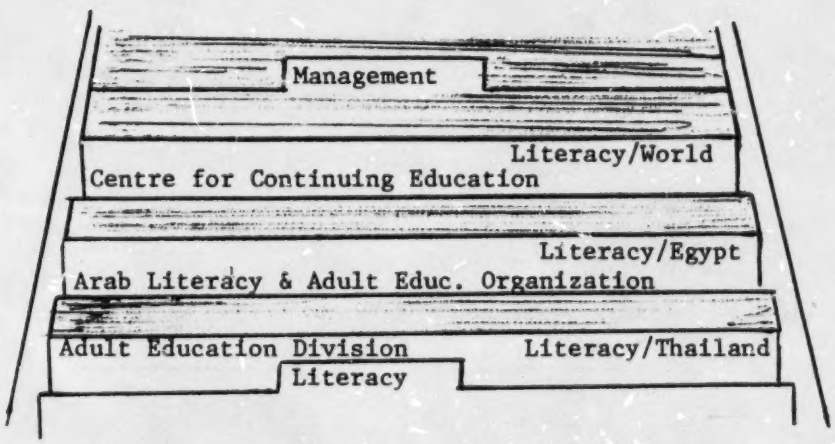
Project/Program File

The orange project cards are filed alphabetically by country and within each country, alphabetically by project name.



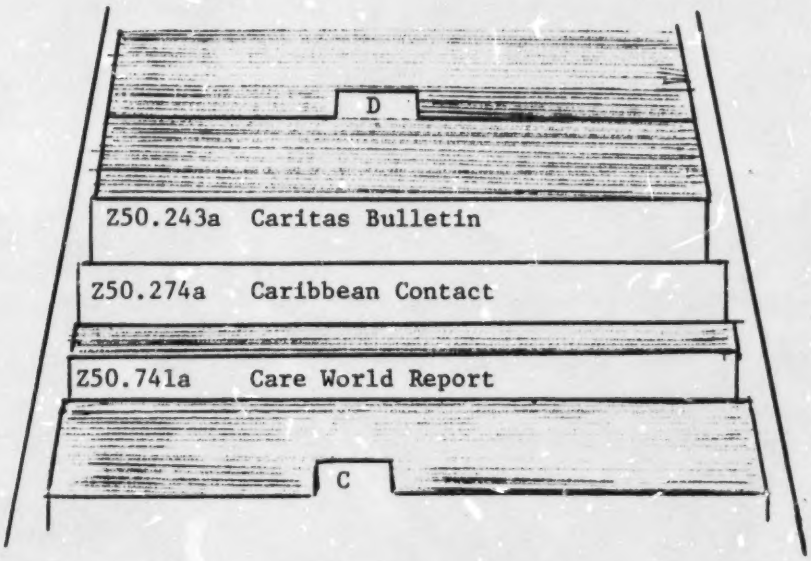

Organization-Subject File

The white 4" x 6" cards indicating subject areas of organization activity are grouped according to subject area. For example, cards for all of the organizations involved in literacy activities are grouped together. Within each subject area, the cards are arranged alphabetically by the name of the organization.



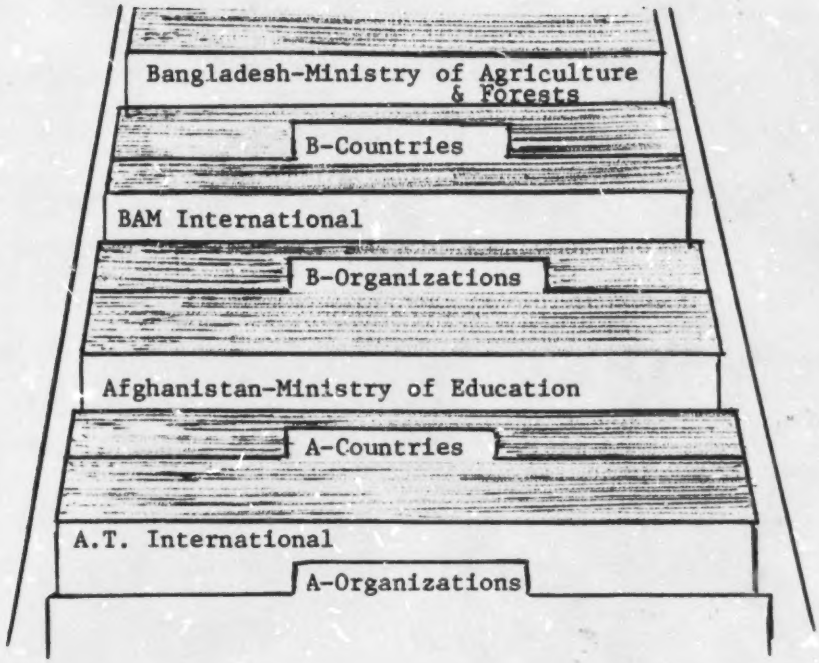
"Z" Files

Cards for periodic documents which have the numbers "Z10" (acquisition lists), "Z30" (organization brochures and reports), and "Z50" (journals and newsletters), are kept in separate files. We maintain these files to make it easier to process those documents that are published on a periodic basis. The "Z10's" and "Z50's" are filed alphabetically by the name of the document; the "Z30's" are filed alphabetically by the name of the organization.




Publishing Organization File

The publishing organization file is arranged alphabetically with each alphabetical section divided into two parts: one for international organizations and one for in-country organizations. For example, the "A" section of this file contains first international organizations with names beginning with "A" and then in-country organizations in countries with names beginning with "A".

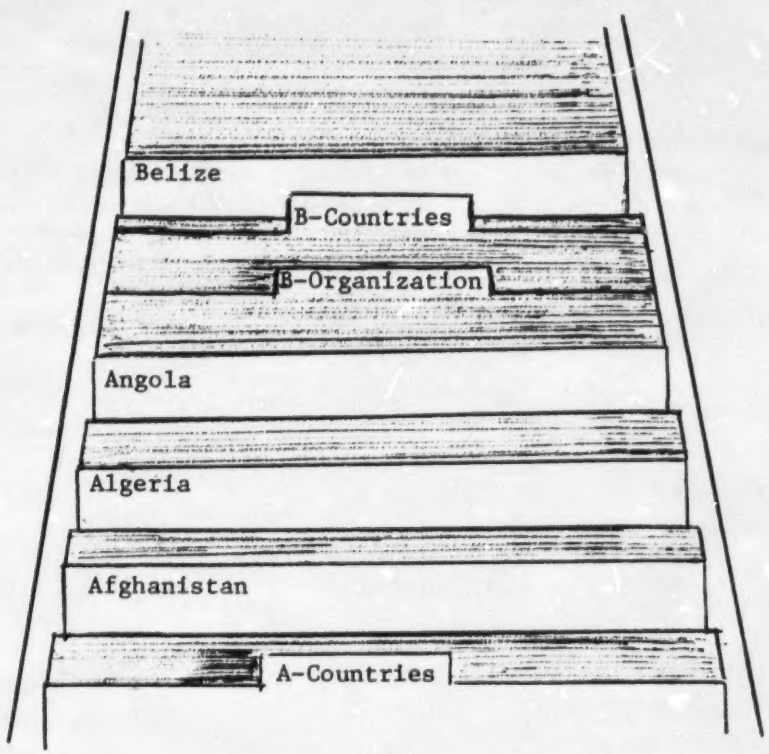



Within each international organization section the pink cards containing the names and addresses of organizations are arranged in alphabetical order according to the name of the organization. Behind each pink card are the white cards corresponding to the documents published by that organization. These cards are arranged alphabetically by document title.

Sometimes organizations are comprised of sub-organizations or divisions. Each of these has its own pink card. These pink cards are filed after the main pink card (and its corresponding white cards) for the organization. The sub-organization pink cards are followed by the white cards corresponding to the documents that they publish.

At the end of a set of cards for an organization and its sub-organizations is a blue divider card.

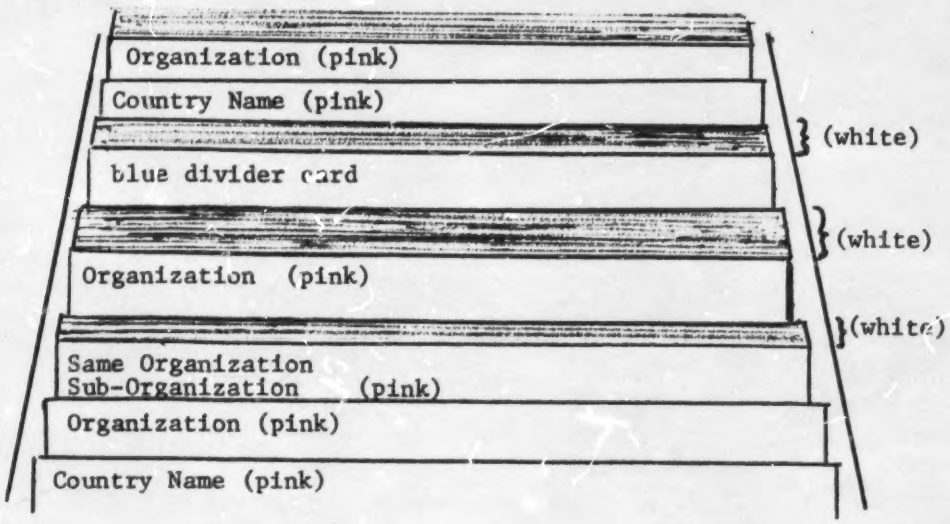
Within the country section of the publishing organization file are pink cards corresponding to the names of African, Asian, and Latin American Countries. These pink country cards are arranged alphabetically.



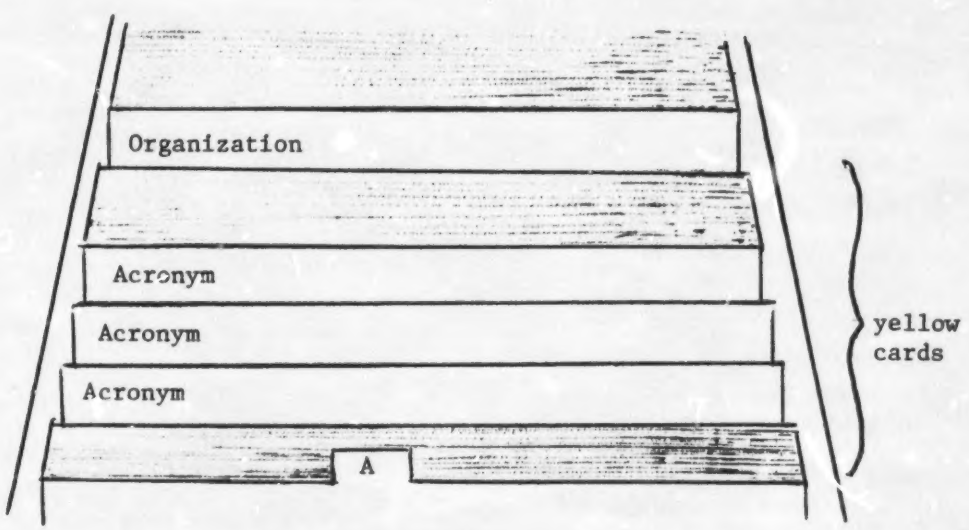

Behind each country card are pink organization cards corresponding to in-country publishing organizations. These are arranged alphabetically according to the names of the organizations. The white cards corresponding to documents published by these in-country organizations follow.

As is the case with some international publishing organizations, some in-country organizations have sub-organizations or divisions. Pink cards corresponding to these sub-organizations are filed following the main pink card for the organization. White cards corresponding to documents published by these sub-organizations are placed behind the pink cards.

A blue divider card is filed at the end of a set of cards corresponding to a particular country.




Yellow organization cross-reference cards are found throughout the organization file. Acronym cards are filed alphabetically at the beginning of each section for international organizations. For example, all cards for acronyms beginning with "A" are filed at the beginning of the "A" international organization section.



Other yellow cross-reference cards are filed at the appropriate place in the publishing organization file. Consider this card:

Institut Panafricain pour le Developpement. See
Panafricain Institute for Development (PAID)

(yellow)

It is filed in the "I" section of the file. Similarly:

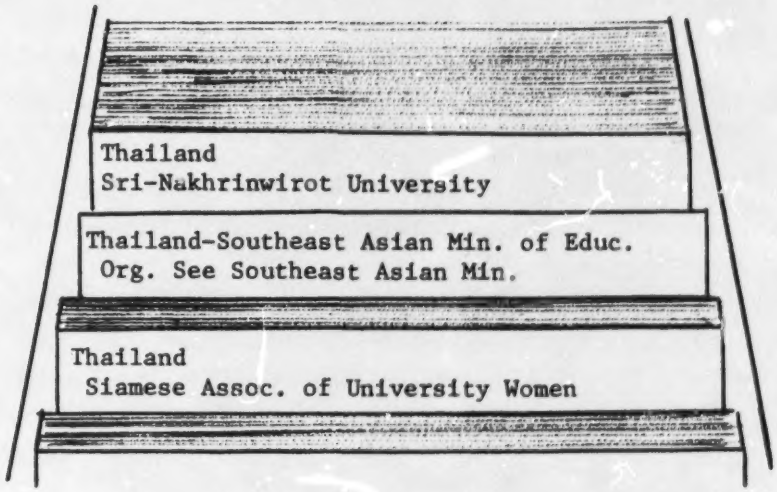
Programmes for Better Family Living. See
United Nations Food & Agriculture Organization,
Programmes for Better Family Living

(yellow)

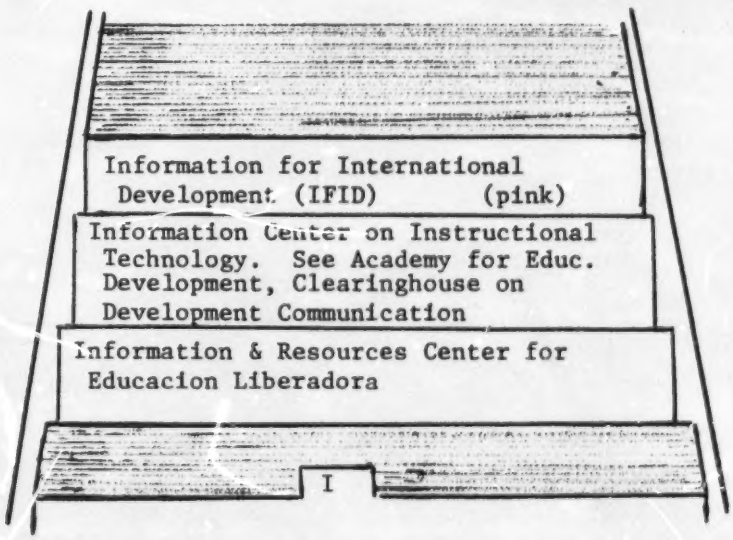
This card is filed in the "P" section.

Sometimes international organizations are located in African, Asian or Latin American countries. In this case, a yellow cross-reference card may be placed in the appropriate country section of the organization file to refer to the international organization file.

Consider the case of "Southeast Asian Ministers of Education Organization." This international organization is located in Thailand. A yellow cross-reference card is placed in the Thailand country section to refer to the international organization file where the main pink cards and corresponding white organization cards are located. The cards for "Southeast Asian Ministers of Education Organization" are in the "S" section of the organization file.




There may also be yellow cross-reference cards for organizations that have changed their names. For example, what used to be known as Information Center for Instructional Technology, is now the Clearinghouse for Development Communication, a division of the Academy for Educational Development. Accordingly, there is a yellow card in the "I" section of the organization file as follows:



## LOCATING INFORMATION IN THE NFE LIBRARY

The Non-Formal Education (NFE) Library contains a wealth of information. Although it includes many published documents, the library consists mainly of "fugitive" or inaccessible documents that have been donated to the collection. It is the function of the library to make the information in these materials available to a wide variety of audiences. Research staff receive daily requests for information from persons all over the world. Students, university faculty, and representatives of many organizations visit the library to make use of its resources. Because of these demands on the library, documents do not circulate and must be used on the library premises.

The information contained in the NFE Library can be tapped once one is familiar with the library's cataloging and filing system. Documents in the library are cataloged by subject category according to a Classification System developed specifically for this library. Several different files have been organized to facilitate research in the library:

- subject file
  (arranged by the subject categories in our Classification System)
- author file
  (arranged alphabetically by author's last name)
- title file
  (arranged alphabetically by title)
- publishing organization file
  (divided into separate sections for international organizations and for in-country organizations in African, Asian, and Latin American countries)
- project/program file
  (arranged alphabetically by country)
- organization-subject file
  (arranged by subject matter)
- periodic documents "Z" file
  (divided into separate sections for acquisition lists "Z10", organization brochures "Z30", and journals and newsletters "Z50")

White catalog cards are typed for each of the documents in the library and filed in the subject, author, title, and organization files. These cards have this general format:

E91.67a

Save the Children Federation, Inc.

Guyer, David L. Nutrition & Hunger: Can Voluntary Agencies Meet the Challenge?
1978, 22 pp.

(1) Nutrition (2) Health E31 (3) Integrated Dev. E141

When you find a card related to the document you wish to consult, simply write down the number from the upper left corner. This is number attached to the document and indicates where you will find the document in the library. If the number terminates in "b", the document is located on a book shelf. If the number terminates in "a", the document is located in a vertical file drawer.

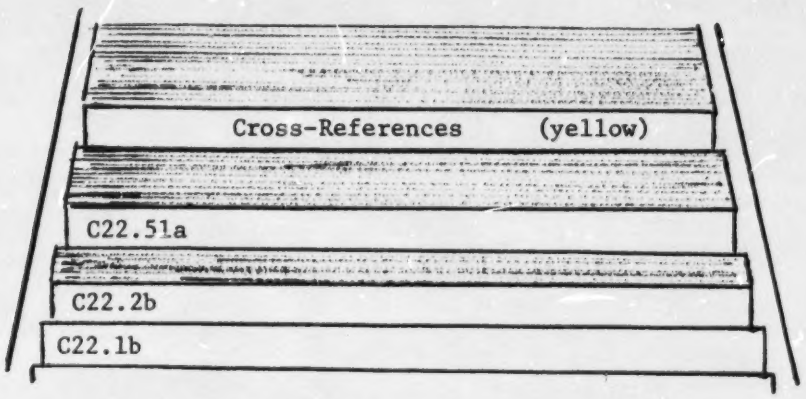
Looking for a Specific Document

| If you know: | then consult: |
|---|---|
| • the author | • the author file |
| • the title | • the title file (please note that this file was implemented in 1980; documents cataloged earlier are not included) |
| • the publisher | • the publishing organization file (if an international organization, search by the name of the organization; if an in-country organization in Africa, Asia, or Latin America, search by the country name and then by the name of the organization) |

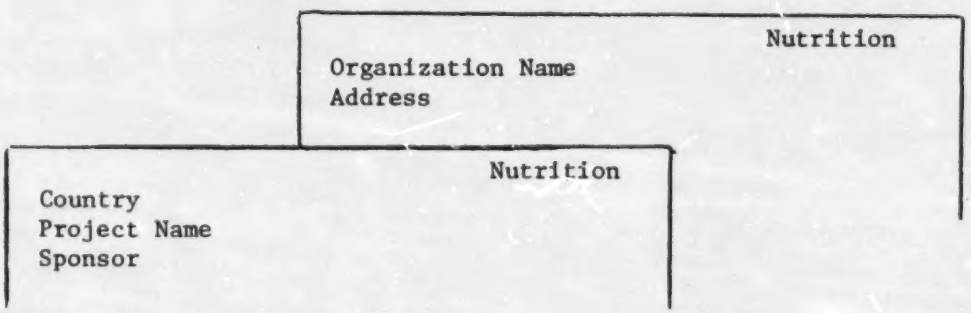
Looking for Documents on a Specific Subject

- First, consult the Classification System to determine the number of the subject category in which you are interested.
- Then, consult the cards in the subject file that correspond to that number

It may be important to consult both main subject cards and cross-reference cards. For example, if you are interested in documents on radio, you would look at cards both for documents that are cataloged "C22" and for documents cross-referenced to "C22". These cross-reference cards immediately follow the main subject cards in the subject file.




- If you are interested in projects or organizations involved in a specific subject area, you may wish to consult the project or organization-subject files. Subject matter of projects or organization activities is indicated in the upper right corner of cards in these files.




Looking for Information on Specific Projects/Programs

- Consult the project file. These orange cards are arranged by the countries in which projects are located and indicated documents containing information on the projects.

Looking for Names of Organizations Involved in Special Areas of Activity

- Consult the organization-subject file. Cards in this file are arranged by subject matter and indicate the names and addresses of organizations involved in specific kinds of activities. For example, organizations involved in women's programs are grouped together in this file.
- Consult the appropriate section of the subject file for names of organizations that have published documents in that category. You can then check the organization file for the pink cards that give the name and address of the organization.

Looking for Descriptive Information about an Organization

- Consult the "Z30" file which is arranged alphabetically by the name of the organization. The cards included in this file refer to organizational brochures and reports.

Looking for Materials Related to a Particular Country

- First, consult the Classification System for the number of the country in which you are interested. Then, check the cards in that section of the subject file.
- Consult the country section in the project file for references to specific projects in that country.
- Consult that country section in the publishing organization file to identify documents published by organizations in that country.

These are some of the kinds of research that may be conducted in the NFE Library. Guests in the Library may ask the Center staff member on duty for assistance. Users are welcome to remove books from the shelves and articles from the drawers (please leave the folder in place) in order to consult them. Please leave materials that are no longer needed on a library table for staff to reshelve.

# APPENDIX A

ON CALL POLICY

Research assistants at the NFEIC are responsible for being "on call" during some specified hours each week. The total number of "on call" hours will generally be in accordance with whether the individual has a half or a quarter time appointment. Acceptance of a position at the Center includes an agreement to fulfill "on call" responsibilities.

While "on call" please:

- sit at the front desk in the NFE Library so as to be able to receive all enquiries, especially those that the Center secretaries direct to the library through the local telephone.
- welcome newcomers and offer to explain how the library is organized and operates. Frequently individuals come in and, because they have not had the filing and cataloging systems explained to them, are not able to take full advantage of our resources, make mistakes such as pulling cards from the file, or end up asking questions and bothering other library users.
- engage in your center tasks if you are not actively involved in assisting library/telephone patrons.

Please see me if you have any questions.

NFE LOAN AND PHOTOCOPYING POLICY

All single copy materials are for room use only. Multiple copy documents may be borrowed overnight by filling out a check out card and presenting identification. Materials are not renewable. Documents may be copied at the Instructional Resource Center, 133 Erickson for 5¢ per copy. Or, patrons may complete the Request for Photocopies form and the Center will provide requested materials at 7¢ per page. Please leave identification when removing documents from the library.

REQUEST FOR PHOTOCOPIES

Date_____

Name_____

Address_____

Phone #_____

Document Number_____ Document Number_____

Title_____ Title_____

_____ _____

Pages to be Copied_____ Pages to be Copied_____

_____ _____

Total Number of Pages_____ Total Number of Pages_____

Promised Pick-up Time_____

Amount Paid ($.07/page)_____

Received by (NFE Staff Member)_____

# APPENDIX B

NFE LIBRARY CATALOGUING SHEET

Please initial each step as it is completed.

INFORMATION FOR WHITE 3x5 CARDS:

CALL NO:

COUNTRY (IF APPLICABLE):

PARENT ORGANIZATION (ACRONYM):

AUTHOR, TITLE, PUBLICATION INFORMATION:

ANNOTATION:

CROSS-REFERENCES:

____PROJECT____NO PROJECT

INFORMATION FOR PINK CARDS:

_____Main pink card same as above, type additional cards as indicated.
_____Pink cards already done. No additional cards needed.
_____Change pink cards to conform with information on attached sheet.
Add cross-references____.

INFORMATION FOR WHITE 4x6 CARDS (ORGANIZATION FILE):

____Categories OK.____Make white 4x6 cards for categories circled below.
Add cross-references to pink main entry card.____Not necessary.

REGION:____AFRICA____ASIA____LATIN AMERICA____WORLDWIDE or COUNTRY__ _____
SUBJECT AREA:

____AGRICULTURE
____APPROPRIATE TECHNOLOGY
____COMMUNICATION AND MEDIA
____COMMUNICATION DEV. AND LEADERSHIP
____COOPERATIVES
____DEVELOPMENT
____EDUCATION/GENERAL
____EDUCATION/ADULT
____EDUCATION/CHILDREN
____EDUCATION/DISTANCE
____EDUCATION/NFE
____EDUCATION/INTL.
____FAMILY LIFE EDUCATION
____HEALTH
____HOME ECONOMICS
____INDUSTRIAL/VOCATIONAL
____INTEGRATED
____LITERACY
____MANAGEMENT
____NUTRITION
____TRAINING
____WOMEN

INFORMATION FOR ORANGE 4x6 CARDS (PROJECT FILE):

____No project card needed.
____Type new card, add document number
____Add document number and categories listed below to existing card.

COUNTRY:

PROJECT NAME:

SPONSOR NAME:

SUBJECT AREAS:

____AGRICULTURE
____APPROPRIATE TECHNOLOGY
____COMMUNICATION AND MEDIA
____COMMUNITY DEV. AND LEADERSHIP
____COOPERATIVES
____DEVELOPMENT
____EDUCATION/GENERAL
____EDUCATION/ADULT
____EDUCATION/CHILDREN
____EDUCATION/DISTANCE
____EDUCATION/NFE
____EDUCATION/INTL.
____FAMILY LIFE EDUCATION
____HEALTH
____HOME ECONOMICS
____INDUSTRIAL/VOCATIONAL
____INTEGRATED
____LITERACY
____MANAGEMENT
____NUTRITION
____TRAINING
____WOMEN
____NATIONAL YOUTH SERVICE

CHANGES AND/OR ADDITIONAL COMMENTS:
____Make changes as indicated below, then file document and sheet as noted.
____Make changes, return to stack to be checked.